<PROJECT NAME> SQ ASSESSMENT REPORT

TYPE OF ASSESSMENT:

ASSESSMENT DATE:

ASSESSMENT TEAM:

SITE LOCATIONS:

DATE OF REPORT:

Background

Enter a brief purpose statement on why the assessment is being conducted. See example below:
In accordance with the <PROJECT NAME> Software Quality Assurance Plan, dated <Month Year>, <PROJECT NAME> Quality Assurance has scheduled process and product assessments to be conducted in preparation of <enter NASA mission or project milestone event or any other trigger>. The purpose of this assessment was to provide assurance that ……

Reference Documents and Assessment Input Data

- Document 1
- Document 2
- Etc.

Summary of Results

[Enter a summary of the results, as well as any finding(s), observation(s), and/or risks.]

Recommendations

[Enter any recommendations or information regarding a follow-up assessment, if required.]

__Note to Assessment Team__: (delete text before finalizing report)

Remember to proof for spelling and grammatical errors before sending it to the Systems Assurance Manager (SAM) or to project management.

Clearly state any findings, observations, and/or risks in the Summary of Results.

Don't forget to complete the SQ Reporting Form and send it to the Software Assurance Lead at NASA GSFC.

Additional information may be found on the GSFC Software Assurance web site:
http://sw-assurance.gsfc.nasa.gov